Entering Data for a **New** Facility

***Please note: These instructions apply only to those facilities which have never submitted a report

Please be aware that if the program sits idol for a period of time a warning box will appear telling you that the system will automatically log you off and any data entered and not saved will be lost if you do not proceed with adding data. To prevent this from happening, gather the necessary information prior to beginning the process.

1.   Go to: https://apps.dnrec.state.de.us/tier2/submit/
2.   Click "Sign In."
3.   Type in User Name and Password.
4.   At the Reporting Guidance Page, click "Continue."
5.   At the Main Menu, click "Add New Facility." This will send you to "Step1: Enter Facility Details."
6.   Enter data for all items in red. This is information required under Delaware law.
7.   Click "Save Changes" when complete. If a field has been left blank or is input not consistent with the program, an error box will appear. If that happens, click "OK"   and the curser will appear in the box at issue.
8.   Step One Options box will appear; click Continue 312 Report (Tier II Report).
9.   The Facility Home Page will appear.
10.   Scroll down to Step 2 and click: Add Chemical. This will send you to "Step 2: Chemical Description & Storage Location."
11.   Enter data for all items in red. This is information required under Delaware law.
12.   Click "Save and Continue" when complete. If a field has been left blank or is input not consistent with the program, an error box will appear. If that happens, click "OK" and the curse will appear in the box at issue.
13.   Either click Add Another Chemical to add another chemical or click Return to Facility Home Page to continue with the submission.
14.   Scroll down to Step 3: Review Attachments. Either upload the facility plot plan or check the box indicating you will send an 81/2 x 11 sketch of the facility, including chemical storage locations, all structures, and a north arrow.
15.   Under Step 4: Submit Tier II Report, click the Click Here link.
16.   In the "Tier II Submission Instructions" box, click the Continue with Tier II Submission.
17.   In the "Select the class of Tier II Submission for . . . ," click the radio button for "Annual Submission" and click Start.
18.   Click Complete the Fee Exemption Questionnaire.
19.   Complete the Fee Exemption Questionnaire and click Submit.
20.   A box entitled "Requirements for Annual Submission for (your facility name here)" will appear. Review the Fee Exemption classification. If it is correct, click the Proceed with Submission to proceed with your annual submission.
21.   The "View Fee Summary" page will appear. Click the Pay Now button.
22.   The "Make a Payment" screen will appear.
23.   Under Select Amount, choose Invoice Amount.
24.   Under the Select Payment Method, choose payment method you are using. ***Note: If paying with a check, it will be necessary to have check information ready prior to completing this step. Please request the accounting department for your organization send the check to you so that you can complete the submission process.
25.   Click the Submit button, then confirm the information and click Submit again.
26.   You will return to the "View Fee Summary" page. Click the Proceed with Tier II Submission button.
27.   A box will appear titled, "Tier II ANNUAL SUBMISSION for (Your facility name here)."
28.   Click the box beside the statement "I understand …."

29. Put in the name and title of the person who will sign the Certification Statement with Fee Summary.
30. Click the <u>Submit</u> button, then click OK.
31. The Tier II Submission box will appear with a statement indicating that you have successfully completed the Submission.
32. Click <u>Preview/Print the Annual Certification Letter</u>. **Print this document**.
33. Complete the above steps for <u>each new</u> facility you report for, then Sign Out of the program.
34. **Send a signed copy of the Certification Letter with Fee Summary, check (if paying with check), and hard copy documents** (such as site plans) to: EPCRA Program, 156 S. State Street, Dover, Delaware 19901.

A facility submission is not considered complete until the signed Certification Letter with Fee Summary has been received for each facility.

If you have any questions during this process, please feel free to call 302-739-9405 for assistance.

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